

N. PADMAVATHY

Accounting Technician | Semi Qualified Chartered
Accountant | Semi Qualified Cost Accountant

Contact Details:

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India

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EDUCATION:

CA:

- PCE (Inter), Nov 2009
- CPT, June 2007

CMA (CWA):

- Inter, Group I, Dec 2009
- Inter, Group II, Dec 2010
- Foundation, Dec 2007

B. Com:

- University of Madras - 2007 to 2010

Additional courses:

- VAT in the UAE complete course: Principles and Fundamentals by Udemy.
- UAE corporate Tax law masterclass course by Udemy.

Skills:

- Microsoft office
- Tally
- SAP(user level)
- Team work
- Commitment to work

Personal Information:

- Nationality: Indian
- Marital status: Married and have a daughter.
- Languages known: Tamil, English, Hindi

SUMMARY

Dynamic and highly semi qualified chartered accountant and semi qualified cost work accountant with extensive knowledge of accounting Principles, policies and procedures. Well organized and Diligent about keeping records, statement, auditing of financial records and accounts reconciled for fully compliance, tracking and reporting. Knowledgeable about UAE corporate taxation and UAE VAT applications.

CAREER OBJECTIVE

An accountant, diligent and sincere, looking for an opening in a fast paced, growth-oriented organization to carve out a responsible position where I can utilize my skills and concomitantly develop new ones.

COMPUTER SKILLS:

Completed Computer Training Course conducted by **ICAI** and **ICMAI (ICWAI)**

WORK EXPERIENCE

Rasi Botique

Jan 2022 to present

Accounting technician / admin assistant , Chennai.

- Plan, organize, and execute financial tasks and projects of the organization.
- Make estimate of fund required for short / long term financial objective of the organization.
- Complete financial operations, lead month end closing process and conduct financial forecast
- Develop/ implement plans for budgeting / forecasting/ reporting.
- Strategize on fund procurement through banks and other institutions.
- Understand and calculate the risk involved in financial activity of an organization

Padmavathy Narayanan

ARTICLESHIP/ WORK EXPERIENCE (contd.,)

Sundararajan & Co.,

Accounting / Audit Assistant, Chennai.

April 2020 to December 2021

- Assemble and summarize data to structure sophisticated reports on financial status and risks
- Track and determine financial status by analyzing actual results in comparison with forecasts
- Reconcile transactions by comparing, correcting data, create, monitor and post accruals and journal entries.
- Perform fixed asset, general ledger, accounting closing duties and Coordinate reconciliation of sub ledger accounts and general ledger
- Provide and support appropriate levels of reviews and oversight for activities performed by associates and ensure all deadlines and schedules are met on time
- Document workflow, procedures, checklists, and policies for assigned tasks
- Confirm and abide by all internal procedures, policies and regulatory guidance.

K. RAMKRISH & Co.,

Article assistant

Sept 2007 to May 2011

Activities:

- Represented the firm on variety of audit assignments comprising of Statutory Audit, stock audit and Internal Audit of small & medium sized companies.
- Verified internal controls and carried out internal audit, providing suggestions for improvement of the same.

During my articleship, I gained exposure in Statutory Audit, Internal Audit, Stock Audit, and Tax Audit. Some of the works handled by me for few major clients among many others are as follows:

- Statutory audit at Nalli group
- Stock audit at NCC (part of Nalli Group)
- Statutory audit at Super Auto Forge Limited, Infotech Private limited
- Internal audit at Sun TV Network Limited
- Tax audit for various companies
- Statutory audit for various branches of State Bank of India (SBI)
- Concurrent audit for Indian Bank
- Provided consultancy regarding income tax and company related matters
- Filing returns of T.D.S, Income tax, Service tax, and VAT for various clients
- Registrar of Companies (ROC) works - Filing, documents, preparations, etc.

ARTICLESHIP/ WORK EXPERIENCE (contd.,)

- Individuals accounting & Income tax returns and Works related to shares, trading computations and calculation of their taxation.

My responsibilities included:

- Preparing audit programs in consultation with client.
- Analysis of draft financial statements including notes to accounts.
- Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
- Timely calculation & deposit of TDS, Prepared income tax returns for various clients.
- Filing of companies statutory requirements, VAT, Service tax.
- Vouching of Various Books like Purchase Book, Cash Book, Journal Book.
- Checking & Establishment of internal control system.

Key Learning

- The Eveready Guidelines helped me to ensure that consistency of presentation and the quality of service meet the highest professional standards.
- It enabled me to use current technology & tools to enhance the effectiveness of deliverables & service.
- The assignments gave an opportunity to apply theoretical concepts in practical situations
- It has helped me to study and analyze updates in generally accepted accounting principles, taxation and company law matters

Strengths:

- Achievement oriented with an ability to manage change with ease
- Proven strength in problem solving, coordination and financial analysis
- Strong communication, interpersonal, learning and organizing skills
- Ability to manage stress, time and people effectively
- Innovative, Positive attitude, enthusiastic, proactive and assertive

Padmavathy Narayanan